

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Accounting Specialist (Payroll)	<u>Revision Date:</u>	10/2013
		<u>EEO Category:</u>	Admin. Support
		<u>Status:</u>	Non-exempt
		<u>Control No:</u>	30353

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Controller, performs payroll and accounting functions as well as other general accounting duties.

III. Essential Duties:

- Works closely with the Accounting Technician (Payroll) to perform payroll duties.
- Prepare bi-weekly payrolls, including incentives and fringe benefits.
- Balance payroll and update to general ledger.
- Prepare payroll liabilities for payment.
- Submit benefits data to vendors in an accurate and timely manner.
- Prepare and distribute W-2's and other year-end reports.
- File quarterly payroll reports.
- Track and deduct all wage assignments.
- Calculate and deduct garnishments in accordance with legal requirements.
- Perform and/or assist with audits, as needed.
- Assist Accountant with balancing payroll liabilities.
- Be available to answer employee questions and problems regarding the city's payroll program.

IV. Marginal Duties:

- Purge all historical records in accordance with the Utah Municipal General Records Retention Schedule, as necessary.
- Provides coverage for department as needed.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Requires a high school diploma or equivalent and six months accounting, business or related training.

**Experience:** Requires at least one year job-related experience with demonstrated competence; may substitute any equivalent combination of experience and education.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Accounting principles and procedures; correct English usage, spelling, arithmetic, and vocabulary.

**Responsibility for:** Important City records, including payroll data; dealing with confidential matters; great responsibility for the care, condition and use of materials, equipment, money, tools, etc.

**Communication Skills:** Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; outside contact with public presenting and obtaining data; occasional contact with upper-level managers on matters requiring explanations and discussions; must have excellent written and verbal communication skills.

**Tool, Machine, Equipment Operation:** Requires regular use of a personal computer, printer and telephone; occasional use of a typewriter, 10-key, printer, copier, fax machine and telephone system.

**Analytical Ability:** Ability to follow written and oral instructions; establish effective working relationships with employees and the public; ability to prioritize tasks.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; and may periodically bend, stoop or crouch. Employee frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Constant hearing and seeing are required daily.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental pressure and fatigue exist during an average day due to exposure to deadlines and contact with the public.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

HUMAN RESOURCES DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_